

Volunteer Code of Conduct

American Society for Engineering Education

The American Society for Engineering Education has more than 10,000 members, including faculty, administrators, staff, students, and industry professionals. Of these, hundreds hold volunteer positions, including positions of service and leadership. These volunteers are indispensable for ASEE to run effectively.

ASEE requires that each volunteer and staff member exhibit the highest standards of professionalism, honesty, and integrity. The services provided by ASEE require impartiality, fairness, inclusivity, and equity. All persons involved with society activities must perform their duties under the highest standards of ethical behavior. This code details the standards under which we agree to operate.

Principle 1: Be honorable, responsible, ethical, and lawful in all activities to enhance the effectiveness of ASEE.

Principle 2: Promote a respectful, inclusive, and safe professional community.

- Treat all volunteers, employees and community members with respect, courtesy, professionalism, fairness, justice, and dignity.
- Follow organizational policies.
- Refrain from engaging in physical or emotional violence toward others.
- Avoid offensive language or behavior and any form of discrimination, intimidation, harassment, or retaliation at ASEE events or when representing the organization.
- Refrain from retaliation in response to reports of violations of ASEE codes of ethics and conduct.

Principle 3: Conduct the volunteer job in a competent and professional manner.

- Know the responsibilities and duties for an office or position before volunteering to run or accept that position.
- Perform services only in areas of competence. If this is not possible, inform the appropriate person to arrange for training or a replacement.

Principle 4: Act as faithful agents or trustees of ASEE, avoiding real or perceived conflicts of interest whenever possible and disclosing them to affected parties when they exist.

Principle 5: Report concerns regarding accounting, internal accounting controls, or auditing matters.

Principle 6: Ensure fairness and seek to avoid bias when participating in a peer-review process.

Principle 7: Participate in adjudication of alleged violations promptly and fairly when called upon, as described in the Policies and Procedures document.

Principle 8: Assist colleagues and co-workers in their professional development in ASEE and support them in following this code of conduct.